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՟c. :5X1		\r\ \theta'	Le Comment	21 Septembe	r 1988	PE Div
5X1	MEMODANDIM EOD.		Ì	ation		\$.
5X1	MEMORANDUM FOR: FROM:		or for Administr or of Logistics	acton		
25X1	SUBJECT:	Report of Sign	nificant Logisti ding 20 Septembe		for	
5X1	1. Events of Precedir	of Major Interes	st That Have Occ	urred During t	<u>he</u>	
5X1 5X1	c. On 1 videotaped the I of the DCI's Off Area Secretarial	OCI's office sui fice," conducted	d by	tion entitled, will be	oup, OL, ''A Walking	Tour e DCI
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issues	f. OL reports the following significant items in relation to parking:
	(1) On 13 September, members of the OL Parking Office, visited to discuss potential parking problems involving spaces vacated by departing personnel. A reallocation of approximately 38 spaces will be accomplished within the next few weeks
	(2) Final arrangements are being made with Ogden Allied for the renewal of leased parking spaces in the Rosslyn area. With the shift in personnel and the reallocation of space in Key and Ames Buildings, the total spaces being leased has risen to 365.
-	(3) Special parking in the VIP Lot is being arranged for the DCI, Deputy Directors, and Heads of Independent Offices who will be displaced while the garage entrance is being repaved. The project is
	expected to commence on or about 23 September and take four days to complete.
approx	
approx roofin	h. OL reports that the 1st floor re-roofing project on the Original arters Building is 40 percent complete. As of 16 September, imately 81,000 square feet of old roof has been replaced with new 3-ply
approx roofin	h. OL reports that the 1st floor re-roofing project on the Original arters Building is 40 percent complete. As of 16 September, imately 81,000 square feet of old roof has been replaced with new 3-ply g membrane. The General Services Administration is funding this
approx roofin	h. OL reports that the 1st floor re-roofing project on the Original arters Building is 40 percent complete. As of 16 September, imately 81,000 square feet of old roof has been replaced with new 3-ply g membrane. The General Services Administration is funding this
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with the governmen supplies. Missouri,	The Procurement Management Staff, OL (PMS/OL), has been in contact General Services Administration (GSA) regarding the pilot program for agencies use of bank cards (credit cards) to purchase routine PMS has obtained information from the GSA office in Kansas City, where the program is administered. The U.S. Navy and Department of are participating in the program and have had such success that
they inte	nd to use this system permanently for the purchase of supplies. During this reporting period, on behalf of the Office of Research opment, the Agency Contracts Group, OL, made a competitive award to
Tempest P proposal	roducts, Incorporated, for tempested Macintosh systems. The price was significantly lower than anticipated, allowing for the purchase onal systems. The total contract was for 1.5 million dollars.
2. S	ignificant Events Anticipated During the Coming Week:

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WEEKLY REPORT FOR AGENCY CONTRACTS GROUP

FOR PERIOD ENDING

20 SEPTEMBER 1988

1. Progress Report of Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest That Have Occurred During the Preceding Week:

b. The Agency Contracts Group made a competitive award to Tempest Products, Inc., (TPI) for tempested Macintosh systems. The price proposal was significantly lower than anticipated allowing for the purchase of additional systems. The total contract was for 1.5 million dollars.			
The price proposal was significantly lower than anticipated allowing for the purchase of additional systems. The total	b. The Agency Co	ntracts Group/made a competiti	ve award to
	The price proposal wa allowing for the purc	s significantly lower than ant hase of additional systems. T	icipated '//

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e. During the last month of fiscal year 1988, approximately 50 requests were received from Printing and Photography Group (P&PG) for actions involving copiers. These were either new buys, moves, cancellations, increases, and/or decreases of existing service contracts or new contracts. The total number of copiers involved was approximately 400. All the requests were processed as quickly as possible and completed before the end of the fiscal year.

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	cy Contracts		

m. The Agency Contracts Group completed negotiations with RTKL Associates, Inc., to acquire Design Package #21 (C Vault Primary Electrical Distribution Center Modifications). The contractor submitted a proposal in the amount of \$227,055.00. The final negotiated amount was \$195,000.00.

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> n. On 12 September 1988, Facilities Management Division Contracts Staff opened bids on seven Invitations for Bids (IFB). The resulting contracts were awarded on 13 and 14 September 1988. The seven solicitations were:

> > 3

IFB 88-Z40 to modify the Medium Voltage Distribution System in the New Headquarters Building (NHB). Bids were received from two contractors. The lower priced, responsive and responsible bidder was Delta Industrial Contractors, Inc., who submitted a price of \$129,000. A fixed-price contract was awarded to Delta on 13 September 1988.

IFB 88-241 to modify the Electrical Distribution Systems for the Computer Centers in the NHB and the Original Headquarters Building (OHB). Bixds were received from six contractors. The lowest bid was submitted by Kennedy Electric Company, Inc., who submitted a price of \$235,235. A fixed-price contract was awarded to Kennedy on 13 September 1988.

IFB 88Z42 for Renovations to Room 0F002 in the NHB. Bids were received from three contractors. The lowest bid was submitted by Hitt Contracting, Inc., who submitted a price of \$32,800. A fixed-price contract was awarded to Hitt on 14 September 1988. The work is being performed for the Office of Technical Services.

IFB 88-Z43 for Renovations to Rooms 5T12, 5T22, 5T23 and 5X22 in the NHB. Bids were received from four contractors, and Howard C. Handy & Sons, Inc., submitted the lowest price of \$45,692. A fixed-price contract was awarded to Howard C. Handy on 13 September 1988. The work is being performed for the Office of Logistics.

IFB 88-Z44 for Renovations to Room GU10 in the NHB. Bids were received from four contractors, and Universal Craftsmen, Inc., submitted the lowest price of \$28,800. A fixed-rice contract was awarded to Universal on 13 September 1988. The work is being performed for the Office of Medical Services.

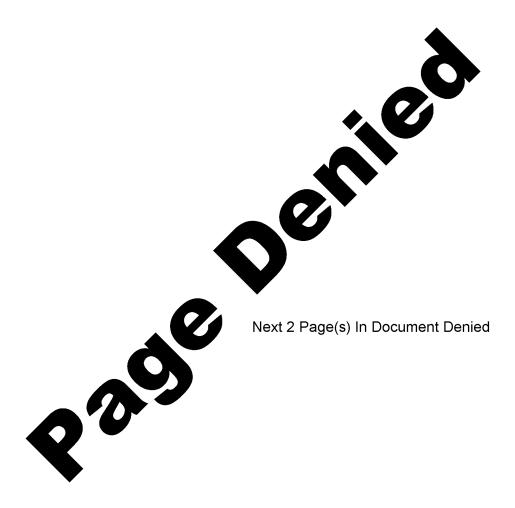
IFB 88-Z45 for Furnishing and Installing a Condensate Receiver Tank. Bids were received from two contractors. The lower price was submitted by J. E. Hurley Machine & Boiler Works, Inc., who submitted a bid of \$42,330.00. A fixed-price contract was awarded to J. E. Hurley on 14 September 1988.

IFB 88-Z46 for Renovations to the Central Power Plant Control Room. Bids were received from three contractors, and Bildon, Inc., submitted the lowest price of \$238,000. A fixed-price contract was awarded to Bildon on 14 September 1988. (AIUO.

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	3.	Significant Events Anticipated During the Coming Week:
		None
	4.	Management Activities and Concerns:
		None
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Ι.	Progress	Report	on	Tasks	Assigned	bу	the	DCI/DDCI	:
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TECHNICAL GROUP:

Α.

				of	Major	Interest	that	have	Occurred	During
the	Precedia	ng	Week:							

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25 X 1	2. FCS (Field Computer System).
	received the order placed with Digital Equipment Corporation
	(DEC) for a second VT200 MicroVAX station connector. The adapt <u>er, as well</u> as a terminal and printer will be sent to
25 X 1	AMCA.
25X1	3. ICS (Inventory Control System). worked together to
25 X 1	resolve a problem that occurred during the MPATS report
• •	process. At one point a temporary solution was found, which
	required a minor modification to the MPATS PL/I program.
	However, while this solution was being implemented, further diagnostics revealed that the original problem was caused by a
	blank record in an input file, which is maintained by OL/DMB.
	Thus, removal of the blank record corrected the problem. Two
0574	additional MPATS report problems surfaced through the
25X1 25X1	production of inconsistent reports. were then called upon after hours to resolve
	these problems. First, it was found that two input tapes
	contained only half the expected data. This was the result of
	the launching and subsequent cancellation of two extract pads by OL/DMB personnel. Thus, the problem was resolved by
	by 62/2/12 personner. Inds, the problem was resolved by
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re-launching the two pads to extract all of the required data. Second, it was realized that the MPATS report process was using data that was extracted from the ICS Offline database prior to the database's recent restoration. To correct this problem, the data in question was re-extracted from the restored database. As a result of resolving these problems, OL/DMB has been able to produce the MPATS reports necessary for completion of their yearend process.

B. CLAS:

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1. The CLAS Supply Team in coordination with Supply Group, Materiel Support Branch, (MSB) briefed approximately 30 MSB and allocation managers on Bill of Materials and Inventory IOC concerns. (U)

The major item discussed was the revised Catalog Action Request form that managers will be using to establish new inventory items in the Bill of Materials package. Detailed instructions were provided on how to complete the revised form. (U)

Some time was also devoted to the part number concept which will permit allocation managers an opportunity to use a part number, meaningful to their operations, in a reference file in place of the federal stock number. Several allocation managers have indicated an interest in the use of part numbers, namely those offices that have already developed a part number structure for their own use. (U)

2. The Bill of Materials, (BOM) to Inventory Control System, (ICS) interface has still not completed acceptance testing. The BOM to ICS interface was delivered almost two months behind schedule and the Supply Team members have extended their hours to meet IOC deadline. Several problems have been encountered during their testing activities. These problems are being corrected, as discovered, in a timely manner by the CLAS programming staff, however, they were not anticipated and we are unable to determine how many problems still remain to be found and resolved. (U)

3. Several members of Information and Management Support
Staff, Technical Group as well as the Data Base Manager for
the Bill of Materials package were briefed on the Cullinet
Applications Security package. This package will be used in
addition to the normal VM and IDMS/R security to manage user
access to the CLAS data base. This security package meets our
needs for user access control.

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- 3. Combined Form 88, 2420, 1707, and 1245. IMSS reviewed the proposed new multi-purpose logistics form and prepared a critique for the Director of Logistics relative to several potential weaknesses. Our study was oriented both to the current procedures and the anticipated learning process that will occur with the advent of CLAS when it comes on-line 1 October 1989.
- 4. Property Accountability. IMSS assisted with the research and draft of data for a briefing on the subject of Agency-wide property accountability that the Director of Logistics will present to the DDA and the DCI. The conclusion drawn was that OL procedures and practices are effective and thorough. However, there are many instances where inexperienced non-logistics personnel, who are responsible for

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daily management of accountable property, require remedial support by OL personnel. The necessity for remedial action and the failure to keep records up-to-date are perceived to be weaknesses of an otherwise sound accountability system. When followed, Agency regulations and procedures yield effective accountable records fully approved by the Audit Staff.

- III. Significant Events Anticipated During the Coming Week:
- IV. Perspective of Staff Activity:

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PROCUREMENT MANAGEMENT STAFF, OL WEEKLY REPORT Week Ending 20 September 1988

Status of Tasks Assigned by Senior Management: On 16 September, the Chief, Procurement Management Staff 25X1 (OL/PMS) visited with Chief. Information Management Staff, 25X1 and the Logistics Officer, as part of the OL Visitation Program. This meeting was highly 25X1 interactive and provided a good discussion on specific items of concern involving Logistics activity, and more specifically, its procurement aspects. Several suggestions were provided to IMS which should serve to eliminate some of the "wrinkles" IMS experienced during this fiscal year. Significant activities of the ACRB were 25X1 also discussed since will be the new DO representative on the Board. He very much appreciated the insights which were afforded to him. along with the opportunity to visit PMS for further 25X1 information. On 18 September 1988, an Executive Session of the ACRB was held for an acquisition of Tempest approved microcomputers for the 25X1 Office of Research and Development (ORD). Major Events That Have Occurred During the Preceding Week: A response was prepared in connection with the OL effort to reduce forms. Included in the response was a sample of an electronically generated form prepared by PMS which will further 25X1 support this objective. 25X1 25X1 reviewed Treasury Regulation 6050M and с. determined that such regulation requires tax reporting on all Agency contracts. He conferred with OGC, CSAD/OF and CONIF to determine what has to be done to implement Agency compliance with 6050M. 25X1

Declass	25X1 sified in Part - Sanitized Copy Approved for Release 2013/04/29 : CIA-RDP90-00078R000100060039-1
	SUBJECT: OL/PMS Weekly Report for the Period Ending 20 September 1988
25X1	Legislative release is unlikely. Collecting the information presents no great problem; the important question remaining is how we report classified information to IRS. OCC is working on the issue.
25X1 25X1	d. acted as the recorder to the ACRB on Nine cases were covered.
25X1	e. conducted a Lexis Nexis database search of a relatively new company called Qualcomm to assist in determining company responsibility. Information derived from Lexis-Nexis was
25 X 1	generally favorable and supportive of responsibility.
25X1	f. established liaison with General Services Administration (GSA) on the pilot program for government agencies use of bankcards to purchase supplies. He obtained information from GAS office in Kansas City, Missouri, where the bank card pilot program is administered. He spoke with the U.S. Navy and Department of Agriculture, which are participating in the bankcard program. Their use has been so successful that they intend to use the
25X1	bankcard permanently for the purchase of supplies.
25 X 1	g. obtained novation materials on the merger between SIAC and MA/COM Government Services, Inc. He also initiated
25 X 1	an Agency contract search on both companies so that we can novate all Agency contracts with them.
25X1	
25 X 1	i. visited the Software A & E Corporation in Rosslyn for a capabilities briefing. This company will be a bidder for the RFP that ORD will issue in December for the
25 X 1	development of an expert system for acquisition planning.
25X1	j. Chief, DI Contract Team, met to discuss ways to apply methods and lessons learned by the DI Team automation to the prototype automation of CORE now underway.
 25 Y 1	They will meet again to develop enecifies

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SUBJECT: OL/PMS Weekly Report for the Period Ending 20 September 1988

5X1	k. is in the process of reviewing
5 X 1	training requests submitted by procurement personnel. Currently, 425 requests have been received for FY 89 training.
5X1	1. responded to a request by OL/P&TS to compile a separate listing for each MLM employee including their name, date of birth, grade, current assignment and date of current assignment for the new Chief, Agency Contracts Group. Such data is stored in the PROCORG database that is kept by OL/PMS. The listings were completed the same day of the request by OL/PMS which saved
5X1	several hours of research and typing by OL/P&TS.
25X1	m. PMS submitted a response to OL/IMSS regarding the Directorate for Administration Goals for 1988, in particular, the goal to improve customer relations. PMS continued to conduct Procurement Management Reviews (PMR) of the various contracting teams. Members of the PMR team conducted interviews with technical personnel located in the area components who are customers of the contracting teams. Feedback has been provided for areas of improvement so that the contracting teams can perform their duties more effectively and responsively and will, therefore, improve customer relations.
5 X 1	n. A total of 837 contract actions and 402 amendment actions totaling \$118.6M were input in the CONIF database during this reporting period.
	3. Upcoming Events:
5 X 1	The Agency Contract Review Board will meet on Tuesday, 27 September in Room 2C19 at 1300 hours.
	4. Management Activities and Concerns:
5X1 5X1 5X1	a. will be on annual leave for the period of 19 September through 30 September 1988.
	Interim support has been identified by PMS during their absence.
25X1	
	b. Due to system downtime last week, the Comptroller's Office

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granted CONIF an extra day for input of contract obligations. last passing of contract obligations to GAS will be Monday, 19 September at which time all open commitments in GAS will be

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SUBJECT: OL/PMS Weekly Report for the Period Ending 20 Septembe 1988

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WEEKLY REPORT FOR SUPPLY GROUP FOR PERIOD ENDING 20 SEPTEMBER 1988

Status of Tasks Assigned by Senior Management:

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II.	Major	Events	That	Have	Occurred	During	the	Preceding	Week:	

D. On 19 September, the Inventory Control System (ICS) data base manager attended a briefing/demonstration of the Cullinet Applications Security (CAS) as it will apply to the

Bill of Materials (BOM) package which October 1988. Also in attendance we Chief, Information and Management Start Group. This was a very beneficial base manager has been appointed the will be ultimately responsible for of the many users of the BOM package security group(s) within CAS. E. The Support Division, Supply running of the "Customer Service Exception of the "Customer Service Exception of the primarily with telephone etiquette appointmental of the professionalism in handling all calculations."	ere the Chief and Deputy upport Staff/Technical briefing as the ICS data BOM data base manager and the assignment and inputting e to the appropriate y Group, conducted a pilot cellence" course for tember. The course dealt and emphasized the use of ls.
F. On 12 September, a represent Management Branch (DMB), Requirement	ts Division, conducted a
one-on-one tutorial on the Agency's System (ASAPS) to a newly assigned Office of Soviet Analysis (SOVA).	Standard Automated Property logistics officer from the
III. UPCOMING EVENTS:	
None.	
IV. MANAGEMENT ACTIVITIES AND CONC	ERNS
None.	
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PRINTING AND PHOTOGRAPHY GROUP WEEKLY REPORT FOR PERIOD OF 13 September 1988 - 20 September 1988

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. Beginning in April, the Office of Logistics, Printing and Photography Group (OL/P&PG) has been working with the Agency's copier fleet in two areas--the backlog of over 110 copier requests to be filled, and over 100 aging copiers to be replaced. Prior to this week, 30 of these copiers have been replaced. During this week, 18 copiers were delivered; next week, 21 copiers are to be delivered. This puts the number of copier requests filled or replaced since April at 84. Also, the bar code meter reading program is being implemented this week and bar code labels have been attached to over 100 copiers. By using the bar code readers, P&PG has collected 35 or more delinquent August meter readings. Several hundred copiers will be labeled next week to ensure that September meter readings will be taken by the end of the month.

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C. The Office of Logistics, Printing and Photography Group (OL/P&PG) provided unscheduled priority support several times this week to the Directorate of Operations, Counterintelligence Center (DO/CIC). Beginning the afternoon of Monday, 12 September, the CIC requested overnight production of vugraphs with information

25 X 1		
25 X 1		D. A representative of the Office of Logistics, Printing and Photography Group (OL/P&PG) met with of the Office of Logistics, Facilities Management Group (OL/FMG) on Thursday, 15 September, to analyze raw data compiled by the Agency Space Task
	\cap	Force, and to make recommendations for translating them into high-quality graphics for presentation to the Agency Executive
	1	Committee on 4 October. These items will depict the office space requirements of the Agency's entire metropolitan area population,
	·	including all the tentative moves and leasing constraints expected to take place up to the year 1993. This briefing package will be a
25 X 1		crucial part of the anticipated proposal to Congress for the release of funds in support of future building and space needs for the Agency.
25 X 1		

F. On 14 September, three members from the Office of Logistics, Printing and Photography Group (OL/P&PG) provided on-location videotape support to the Office of the Director of Central Intelligence (DCI) as requested by the DCI Logistics staff. This particular presentation was a walking tour of the DCI's office, conducted by Special Assistant to the DCI. This videotape will be shown at the DCI Area Secretarial Conference to be held on 28-30 September at the Bavarian Inn in Shephardstown, West Virginia.

III. Upcoming Events:

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A. On Thursday, 22 September, representatives from the Office of Logistics, Printing and Photography Group (OL/P&PG) will meet with five contractors from Mitre Corporation in relation to the proposed project of putting the National Intelligence Daily (NID) and possibly other publications online. The contractors will tour P&PG's Electronic Text Editing and Composition System (ETECS), the Directorate of Information, Current Production and Analytic Support's (DI/CPAS) Cartographic Center, and the printing facilities in P&PG.

IV. Management Activities and Concerns:

B. The Office of Logistics, Printing and Photography Group (OL/P&PG) reports that repairs to the Terminal Data Corporation (TDC) DocuMate II microfiche camera, which is used to record source documents onto microfiche, have resulted in essentially rebuilding the equipment during the past three weeks. What started out as a scheduled "PM" (Preventive Maintenance) service call, escalated into considerable efforts on the part of the TDC technician to correct on-going and repetitive problems of the past. The TDC technician has replaced, rebuilt, and modified many parts in an attempt to reduce future problems and service calls. He also advised that maintenance will be more costly within the next several months because of the age of the equipment and scheduled price increases by TDC.

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OL/FMD WEEKLY REPORT

PERIOD ENDING 21 SEPTEMBER 1988

1.	Progress	Reports	on	Tasks	Assigned	bу	or	οf	Interest	to
Senior	Managemen	t:								

None

None
2. Major Events that Have Occurred During the Preceding Week:
b. Parking and Traffic Management:
visited to discuss a potential parking problem involving spaces vacated by departing personnel. A reallocation of approximately 38 spaces will be accomplished within the next few weeks and should alleviate the situation until all personnel depart in January 1989.
(2) Final arrangements are being made with Ogden Allied for the renewal of leased parking spaces in the Rosslyn area. With the shift in personnel, coinciding with the reallocation of spaces in the Key and Ames buildings, the total spaces being leased has risen to 365.
(3) A problem continues at the yield sign for vehicles approaching Headquarters building from the east on the George Washington Memorial Parkway (coming from Washington). In an effort to remind vehicle operators of the approaching yield, George Washington Parkway personnel have been contacted about the possibility of inserting rumble strips into the roadway.
(4) Special parking in the VIP lot is being arranged for the DCI, Deputy Directors, and Heads of Independent Offices who will be displaced while the garage entrance is being re-paved. The project is expected to commence on or about 23 September and last four days.

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f 1 October and to be completed on or about 1 October 1989.

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.5.44	 Monitoring and Control System - Honeywell Inc., \$2,331,360. Contract completion is scheduled for 31 December 1989. The project is part of the Headquarters Backfill Program to renovate the Original Headquarters Building.
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	n. Status of South Side Chilled Water Lines: No change. 3. Upcoming Events:
25 X 1	or opening broken.
	4. Management Activities and Concerns:
25X1 25X1 25X1 25X1	a. On Friday, 23 September, will leave the Integrated Logistics Support Program (ILSP) Staff for full-time academic training. On this same date, a G.E. employee, will also leave the program for reassignment.
25X1 5	b. On 15 September, C/FMD briefed MLR careerists on the upcoming reorganization. A FMG planning meeting is scheduled for 3/4 October.
25X1 £	c. Plans are underway for a dedication ceremony in mid-November for the CDCC.
25X1	Chief Facilities Management Division

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